



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

# **FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS**

**OCTOBER 2011 – JANUARY 2012**

**Hinckley & Bosworth Borough Council**  
**Council Offices, Argents Mead**  
**Hinckley, LE10 1BZ**

## **HINCKLEY & BOSWORTH BOROUGH COUNCIL**

### **INFORMATION ABOUT THE FORWARD PLAN**

#### **WHAT IS THE FORWARD PLAN?**

The Forward Plan contains decisions which are due to be taken by Council, Executive or under delegated powers to individual Executive members or senior officers. Each plan covers a four month period and is updated monthly. The plan includes all decisions to be taken both “key decisions” (definition opposite) and non-key decisions.

#### **WHAT INFORMATION IS CONTAINED IN THE FORWARD PLAN?**

The Forward Plan details:

- The nature of the decision to be made and whether it is a key decision (definition opposite);
- The committee or individual who will take the decision;
- The date or period when the decision is to be taken;
- The stages which will be undertaken prior to the decision, both consultation and presentation to committees;
- The documents which will be presented to the decision maker(s);
- The author of the report.

You can view copies of the current Forward Plan on our web site ([www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk)) or alternatively at:

**The Main Reception, Council Offices, Argents Mead, Hinckley**

#### **WHAT IS A KEY DECISION?**

A key decision is an Executive decision which:

- involves expenditure (of reduction of income) of over £20,000 on any particular scheme/project;
- adopts a policy or strategy (which the Executive has the power to adopt);
- involves the adoption or amendment of the Scale of Fees and Charges;
- is one that affects the whole of the Borough and is one which the residents of Hinckley & Bosworth would normally expect to be notified or consulted; or
- involves a recommendation by the Executive to a Partnership organisation which will take the ultimate decision.

Decisions by the regulatory committees (ie Planning, Regulatory, Licensing and Standards) and Personnel Committee are never key decisions.

*A copy of this Forward Plan can be downloaded from our website ([www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk)) or can be obtained by telephoning 01455 255879, sending a fax to 01455 635692 or emailing [democraticsupport@hinckley-bosworth.gov.uk](mailto:democraticsupport@hinckley-bosworth.gov.uk)*

#### **RESPONSIBILITY FOR DECISIONS**

Part 3 of the Council’s Constitution sets out which committee/individual has responsibility for taking decisions.

**FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS**

**1 OCTOBER 2011 TO 31 JANUARY 2012**

**OCTOBER 2011**

<b>Details of Decision to be taken</b> (* denotes key decision)	<b>Portfolio/ Service</b>	<b>Decision Maker and Date(s)</b>	<b>Reporting Pathway and Date(s)</b>	<b>Consultees and Consultation Process</b>	<b>Documents to be submitted</b> <i>(Report Author)</i>
Changes to Parish & Community Initiative Fund	Business, Contract and Street Scene Services	Executive 12 October 2011		Parish Councils, Borough Councillors & VAHB	Committee report <i>(Caroline Roffey)</i>
Improvements at Brodick Road open space	Business, Contract and Street Scene Services	Executive 12 October 2011		Residents Feb 2011	Committee Report <i>(Caroline Roffey)</i>
Refresh of Carbon Management Plan 2011-14	Environmental Health	Executive 12 October 2011		Internal and external	Committee report <i>(Rob Parkinson)</i>
Council Housing Tenancy Conditions Review	Housing	Executive 12 October 2011	Scrutiny Commission	Consultation with tenants	Committee Report <i>(Sharon Stacey)</i>
Broadband	Planning	Executive 12 October 2011			Committee Report <i>(Judith Sturley)</i>
EMDA Town Centre Regional Support Completion	Planning	Executive 12 October 2011			Committee Report <i>(Claire Peters)</i>
Enterprise Zone and Regional Growth Fund re MIRA	Planning	Executive 12 October 2011			Committee Report <i>(Judith Sturley)</i>
Green Wedge Review	Planning	Executive 12 October 2011			Committee Report <i>(Sally Smith)</i>

Open Space, Sport & Recreational Facilities Study	Planning	Executive 12 October 2011			Committee Report ( <i>Sally Smith</i> )
Regent Street	Planning	Executive 12 October 2011			Committee Report ( <i>Duncan Elliott</i> )
Scrutiny Annual Report	Corporate Services	Council 25 October 2011			Annual Report
Protocol for section 106 contributions, including affordable housing	Planning	Council 25 October 2011			Committee Report ( <i>Valerie Bunting</i> )

### **NOVEMBER 2011**

No decisions to be taken

### **DECEMBER 2011**

<b>Details of Decision to be taken</b> (* denotes key decision)	<b>Portfolio/ Service</b>	<b>Decision Maker and Date(s)</b>	<b>Reporting Pathway and Date(s)</b>	<b>Consultees and Consultation Process</b>	<b>Documents to be submitted</b> ( <i>Report Author</i> )
Environmental Health General Enforcement Policy 2011	Environmental Heath	Executive 7 December 2011		Internal and external	Committee report ( <i>Rob Parkinson</i> )
Argents Mead	Planning	Executive 7 December 2011			Committee Report ( <i>Duncan Elliott</i> )
Sustainability Appraisal Scoping Report	Planning	Executive 7 December 2011			Committee Report ( <i>Sally Smith</i> )

Charities Act 2006 Policy	Environmental Heath	Executive 7 December 2011	Executive	Licensing Committee Internal and external	Committee report ( <i>Mark Brymer</i> )
Value for Money Report	Street Scene	Executive 7 December 2011			Committee report ( <i>Mike Brymer</i> )
Fees – Legislation coming out in October 2011	Planning	Council 20 December 2011	Executive		Committee Report ( <i>Cathy Horton</i> )

## JANUARY 2012

<b>Details of Decision to be taken</b> (* denotes key decision)	<b>Portfolio/ Service</b>	<b>Decision Maker and Date(s)</b>	<b>Reporting Pathway and Date(s)</b>	<b>Consultees and Consultation Process</b>	<b>Documents to be submitted</b> ( <i>Report Author</i> )

## To Be Programmed

HRA Subsidy Reform	Housing / Finance	Executive	Scrutiny Commission		Committee Report ( <i>Sharon Stacey</i> )
Tenant Consultation Feedback	Housing	Executive	Scrutiny Commission		Committee Report ( <i>Sharon Stacey</i> )
Leicestershire Waste Partnership Strategy	Business, Contracts & Streetscene				Committee Report & Strategy ( <i>Michael Brymer</i> )

	Services				
Discounted open market sale properties	Planning				Committee Report ( <i>Valerie Bunting</i> )
Earl Shilton & Barwell AAP	Planning	Exec April/May 2012			
Argents Mead	Planning	Council June 2012	Executive		
Introduction of full cost recovery for Licensing	Environmental Health	July 2012			
Environmental Health Commercial Services - Enforcement Service Delivery Plan 2012/2013	Environmental Health	Executive June 2013	Executive	Internal	Committee report Steve Merry
Constitution – review SoD (EH)					
Resident Involvement Strategy	Housing	TBC			Committee Report

## DETAILS OF COUNCIL DECISION MAKERS

The table below details the Council's Service Areas and the Executive Member responsible for each with the Council Official responsible for service management.

AREA OF RESPONSIBILITY / SERVICE AREA	EXECUTIVE MEMBERS AND CHIEF OFFICERS	HEAD OF SERVICE CONTACT DETAILS
<b>Strategic Leadership</b>	<b>Councillor SL Bray</b> (Leader) <b>Mr S Atkinson</b> (Chief Executive)	Tel: 01455 255606 Fax: 01455 890229 Email: <a href="mailto:steve.atkinson@hinckley-bosworth.gov.uk">steve.atkinson@hinckley-bosworth.gov.uk</a>
<b>Community Direction</b> (including Housing, Community Safety, Partnerships, Environmental Health, Planning & Cultural Services)	<b>Councillor D Bill</b> (Deputy Leader) (Community Safety) <b>Councillor SL Bray</b> (Leader) (Planning) <b>Councillor DS Cope</b> (Housing & Environmental Health) <b>Councillor MT Mullaney</b> (Culture, Leisure, Parks & open spaces) <b>Mr B Cullen</b> (Deputy Chief Executive, Community Direction)	Tel: 01455 255676 Fax: 01455 890229 Email: <a href="mailto:bill.cullen@hinckley-bosworth.gov.uk">bill.cullen@hinckley-bosworth.gov.uk</a>
<b>Corporate Direction</b> (including Corporate & Customer Resources, Scrutiny, Ethical Standards, Finance, ICT, Estates & Asset Management)	<b>Councillor KWP Lynch</b> (Finance, ICT & Asset Management) <b>Councillor Ms BM Witherford</b> (Corporate Services, Equalities) <b>Mr S Kohli</b> (Deputy Chief Executive, Corporate Direction)	Tel: 01455 255607 Fax: 01455 251172 Email: <a href="mailto:sanjiv.kohli@hinckley-bosworth.gov.uk">sanjiv.kohli@hinckley-bosworth.gov.uk</a>
<b>Business, contract &amp; Streetscene Services</b> (including Refuse Collection, Street Cleansing, Car Park Management, Housing repairs, Neighbourhood Wardens)	<b>Councillor SL Bray</b> (Leader) (Car Parks) <b>Councillor DS Cope</b> (Housing Repairs) <b>Councillor WJ Crooks</b> (Refuse and Recycling, Street Cleansing) <b>Councillor MT Mullaney</b> (Green Spaces, Grounds Maintenance) <b>Mr M Brymer</b> (Head of Service)	Tel: 01455 255852 Fax: 01455 234590 Email: <a href="mailto:michael.brymer@hinckley-bosworth.gov.uk">michael.brymer@hinckley-bosworth.gov.uk</a>
<b>Rural Issues (across all portfolios and including Village Centres)</b>	<b>Councillor WJ Crooks</b> <b>Mr B Cullen</b> (Deputy Chief Executive, Community Direction)	Tel: 01455 255676 Fax: 01455 890229 Email: <a href="mailto:bill.cullen@hinckley-bosworth.gov.uk">bill.cullen@hinckley-bosworth.gov.uk</a>

Further clarification and representations about any item included in the Forward Plan can be made to the appropriate Executive Member and Head of Service either using the contact details above or in writing to: Hinckley and Bosworth Borough Council, Council Offices, Argents Mead, Hinckley, Leicestershire, LE10 1BZ. Representations should be made before noon on the working day before the date on which the decision is to be taken.

## **DECISION MAKING ARRANGEMENTS**

The views of local people are at the heart of decision making at Hinckley & Bosworth Borough Council, because major decisions are made by Councillors who are elected every four years by local people. Councillors work with the communities that they represent to ensure that local priorities are reflected in the work that the Council does.

The Council is made up of 34 Councillors representing 16 wards. If you want to know which Councillor(s) represents your area or you would like to contact your Councillor(s) concerning an issue, you will find contact details on our website ([www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk)) or alternatively you can contact the Council on 01455 238141.

The Council is committed to the principle of open government and everyone is welcome to attend meetings (except for confidential business) and to receive details of non-confidential items. Below are further details of the Council's democratic decision making arrangements.

### **The Council**

The Council is responsible for setting the budget and the policy framework. Each year there is an Annual Meeting, which selects the Mayor and Deputy Mayor (who are the Chairman and Vice-Chairman of the Council) and decides the membership of the Scrutiny Commission and Regulatory Committees. There are six ordinary meetings of the Council per year, which make strategic, policy and major budget decisions. This Forward Plan details decisions to be taken by the Council over the next four months.

### **Executive Functions**

Many day to day policy and operational decisions are taken by Executive, a group of seven Councillors comprising of the Leader, Deputy Leader and five Executive Members each responsible for an area of Council policy and activity. The Executive members and their responsibilities are detailed in the previous table.

### **Overview and Scrutiny Functions**

Decisions of the Executive are subject to scrutiny by the Scrutiny Commission and the Finance, Audit & Performance Committee. The Scrutiny Commission and Finance, Audit & Performance Committee also have a role in Policy development. In addition, Scrutiny Panels are established to oversee ad-hoc projects. The Scrutiny Commission publishes an Annual Report and a Work Programme; this is available on the Council's website and from the Council on request.

### **Regulatory Functions**

In addition the Council has established committees to deal with regulatory issues, these committees are Planning Committee, Licensing Committee, Regulatory Committee and the Standards Committee.

Further information about the Council's Decision Making Arrangements can be obtained from Democratic Services on 01455 255879.